myETF Employer Online Services
Insurance Training Course

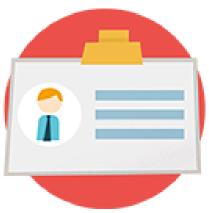
Session — Description and Topics

Navigation & Common Elements

A high-level overview of employer processes in myETF Employer Online Services, including the key features of the myETF application and navigation essentials

- Understanding Common Functional Elements in myETF
- Logging in/Logging out
- Using the Home Page/Dashboard
- Using Tabs and Links
- Using Grid Controls and Filters
- Viewing FAQs

Managing Employees for Insurance



Working knowledge on how to manage employees for insurance purposes

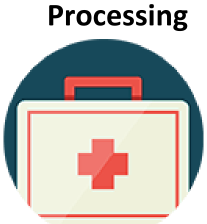
- Managing Employees for the Insurance Overview
- Roster Grid and Actions Overview
- Manually Adding a New Hire
- Prior Service Check
- Manually Adding a New Member Contract
- Viewing/Manually Updated a Member Contract
- Insurance Enrollment Overview
- Enrolling a Member
- Relationships Overview
- Adding a New Dependent
- Viewing and Updating Insurance, Health Provider, and Other Insurance Information

Managing Payments

Explanation on how to manage payments in myETF, including setting up payment methods, reviewing account transactions and scheduling payments

- Payments Overview
- Viewing Billing Setup
- Electronic File Transfer (EFT) Payment Methods
- Transactions Grid for Payments
- One-Time Payments
- Payment History
- Generating an Insurance Invoice

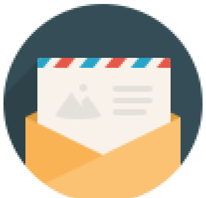
Insurance Processing



Details on how to add, change, and terminate insurance coverage; view Group Insurance Invoice Summaries and Details sections; and view Insurance Rebill transactions

- Insurance Processing Overview
- Viewing Offerings
- Viewing Policies
- Projections
- Viewing Local Surcharges

Communication Processes



Summary of how to use the various communication features within myETF

- Secured Messaging Overview
- Documents Overview
- eForms Overview